



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

June 27, 2008

MANUAL LETTER NO. 12-F-4

ISSUED BY: Bureau of Child Care and Community Services,
Division of Child and Family Services

SUBJECT: Temporary Exceptions to Capacity Policy in Cedar Rapids Service Area.

Summary

The following process has been developed to expedite flood-related exception to policy requests for displaced child care children in the Cedar Rapids Service Area to temporarily allow the maximum capacity as permitted during emergency school closings. Requests may **not** exceed the capacity allowed in 441 IAC 110.4(3) for emergency school closures. (See page 2.)

1. Child care providers may contact the local office to:
 - ◆ Submit exception to policy requests for capacity, or
 - ◆ Have assistants or substitutes necessary to meet capacity requirements fill out record check forms. Providers will still be able to submit record check requests via the DIA web page. http://www.dhs.state.ia.us/dhs/appeals/exceptions_policy.html
2. If the provider submits the request through the local office, the local office can either
 - ◆ Complete the template in the exception to policy link on the DHS home web page (you do not need to complete any of the boxes after “why are you submitting an exception to policy” except the name of requestor and date); or
 - ◆ Send an e-mail via Outlook to DHS, Exceptions mailbox.
3. The local office shall review the provider file using the criteria on page 3 of this letter and make a recommendation of support or non-support of the request using format “Local Office Recommendation of Support for Exception to Policy Request” on page 3.
4. The Appeals Section will log in the response and send an acknowledgment letter. The request will be assigned to Beth Walling for review.
5. Within one business day, Beth will make the recommendation for approval or denial and issue an e-mail response to the designated local office with a copy to Nancy Freudenberg.
6. Nancy will be responsible for obtaining the Director’s verbal approval or denial. Beth will e-mail or, if possible, phone the provider to report the decision.

7. The formal, printed exception to policy will be completed within 10 days and processed using normal sign-off and forwarding procedures. The local office shall put a copy of the exception to policy e-mail and letter in the provider file.

Determining Allowable Number of Children in Care

The following chart summarizes the limits on the number of children that can be in care for each category of home.

Child Development Homes: Number of Children Allowed in Care						
C A T E G O R Y	Maximum no. of children under 24 months in care <u>at any one time</u>	Total no. of children under school age, including those under 24 months	School age children (attending kindergarten or a higher grade level)	<u>Extra</u> part- time children of any age (can't exceed the maximum for children under 24 mo.)	Maximum capacity	Maximum capacity during inclement weather or emergency school closings
A	4 No more than 3 may be under 18 months of age	6	2 for less than 2 hours at a time	0	8	8
B	4 No more than 3 may be under 18 months of age	6	4 Can be in full- time care when no school. Assistant is required if more than 8 children are present for more than 2 hours at a time.	2 at any one time	12	12 If more than 8 children are present, must have a 14-year- old assistant.
C	4 Whenever 4 children under 18 months of age are in care, both providers must be present.	12 If more than 8 children are present, both providers must be present.	2 for less than 2 hours at a time	2 at any one time	16 If more than 8 children are present, both providers must be present.	16 If more than 8 are present, must have 18- year-old assistant.

Effective Date

Immediately.

Additional Information

Refer questions about this general letter to Janice Von Arb at the Field Office Support Unit Service Help Desk. The toll free number is 1-866-347-7782 extension 9.

Local Office Recommendation of Support for Exception to Policy Request

Has the provider's registered home been damaged by flood? (circle) Yes or No

If so, indicate if the home has been tagged (circle) green, yellow, or red.
(If yellow or red, the exception will be denied.)

Is the provider currently on a corrective action plan? (circle) Yes or No

If so, list the non-compliance issues and dates.

OR

Does the file reflect any of the following:

1. Any action taken by the Department to revoke or serve an injunction?
(circle) Yes or No
2. A history of using unapproved substitutes or of unauthorized persons in the home
(i.e., persons with no record checks completed) (circle) Yes or No
3. Any over-capacity findings in the past 24 months? (circle) Yes or No
4. Incident of substantiated complaints (i.e., evidence of being out of compliance) in
the past 24 months? (circle) Yes or No

If so, provide the specific out-of-compliance issues related to health and safety
that are of such significance to warrant denial of the exception to policy.

Local Office Recommendation (check which applies)

_____ Supports _____ Does not support

Local Office Contact Person _____ Date _____

Submit to DHS Appeals Unit, Attn: Nancy Freudenberg